

NATIONWIDE ARNG ACTIVE GUARD/RESERVE Vacancy Announcement

**STATE OF WYOMING MILITARY DEPARTMENT
Office of the Adjutant General
5500 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320**

01 October 2006

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is on the reverse side of this announcement.

Position Title: **Recruiting & Retention NCO**
Announcement No: **07-RR01**
Closing Date: **Continuous through 30-Sep-07.**
Max Grade Authorized: **E-7/SFC; Minimum grade required is E-4/SPC.**
Unit/Duty Location: **Statewide**
Compatibility Criteria: Must have a minimum ASVAB score of 110 in area GT to be eligible for consideration. A waiver can be approved for a GT score of 100-109 but only if the ST score is 100 or above. Must have a physical profile of not less than 132221. Upon selection, incumbent must possess or be eligible for assignment to MOS 79T/SQI "4".
Female Asg Elig: Females are eligible to apply
Nominating Official: **LTC Ray Kent, Recruiting & Retention Manager**

2. This position is open to anyone eligible to join or transfer to the Wyoming Army National Guard.

3. All applicants, including current AGRs, must apply by submitting all of the documents listed under the "Instructions for Applying" section, to HRO. For initial entry into the AGR program, applicants must be able to serve at least 5 years in active military status prior to completing 18 years of active federal service. Must meet medical & physical standards. Must meet eligibility criteria as prescribed in NGR 600-5 and AR 135-18. Selected individual must become qualified in MOS 79T within one (1) year of assignment. Need to hold or be eligible for a Secret security clearance.

4. A brief description of duties and responsibilities and the instructions on how to apply for this position are on the reverse side of this announcement.

Special Notes:

- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications will not be accepted.
- Do not submit applications in file folders, binders, etc...

The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

Human Resources Office Point of Contact:
2d Lt James Tschacher, (307) 772-5205, email james.tschacher@us.army.mil

INSTRUCTIONS FOR APPLYING

Individuals may apply by submitting the following documents to the Human Resources Office, 5500 Bishop Blvd., Cheyenne, WY 82009-3320, so as to arrive not later than 1630 on the closing date. Phone (307) 772-5205. Applications not containing the required forms will not be considered. Copies are acceptable.

- **NGB Form 34-1** - Application for Active Guard/Reserve (AGR) Position, must be signed.
- **TAG WY Form 17** - Individual Record of Weight Control/Progress dated within last 30 days.
- **DA Form 5500-R** - Body Fat Content Worksheet (if applicable)
- **DA Form 2-1** - Personnel Qualification Record
- **NGB Form 23/23A** - ARNG current Annual Retirement Points Accounting Statement.
- **Standard Form 88** - Report of Medical Examination
- **Standard Form 93** - Report of Medical History
- **DA Form 705** - Current Army Physical Fitness Score Card.
- **Last 5 NCOERS** - If less than 5, submit what you have. A letter of recommendation or performance from the applicant's military supervisor will be submitted on soldiers not requiring an NCO-ER.
- **Full length photograph** in Class A Uniform taken within last 12 months.
- **SF 181**, Race and National Origin Identification Form (optional).
- A copy of **college transcripts** must be attached for any claimed college courses. Copies of certificates/diplomas for claimed related education must be attached.

BRIEF POSITION DESCRIPTION

The incumbent promotes the enlistment of qualified applicants into the ARNG. Establishes and maintains contacts in sufficient numbers and within the proper markets to achieve recruiting objectives. Establishes and maintains effective lines of communication with individuals in schools, civic groups, local governing bodies, and supported units. Presents formal and informal presentations to various groups to generate leads for enlistment in the ARNG. Interviews prospects regarding membership in the ARNG. Assists with unit retention activities and attrition management. Performs other duties as assigned.